

Hawkshead Grammar School Foundation

Financial Statements for the Year Ended

31 October 2011

Charity Number: 1030002

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

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HAWKSHEAD GRAMMAR SCHOOL FOUNDATION
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HAWKSHEAD GRAMMAR SCHOOL FOUNDATION
YEAR ENDED 31 OCTOBER 2011

I report on the accounts of the charity for the year ended 31 October 2011 set out on pages 2 to 8.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on whether the accounts present a 'true and fair view'.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ian Thompson (ICAEW)
Independent examiner
Saint & Co
The Old Police Station
Church Street
Ambleside
Cumbria
LA22 0BT

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HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2011

	Note	Unrestricted Funds £	Endowment Funds £	Total Funds 2011 £	Total Funds 2010 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	2,609	–	2,609	697
Investment income	3	4,283	–	4,283	4,222
Incoming resources from charitable activities	4	<u>49,828</u>	–	<u>49,828</u>	<u>40,814</u>
TOTAL INCOMING RESOURCES		<u>56,720</u>	–	<u>56,720</u>	<u>45,733</u>
RESOURCES EXPENDED					
Charitable activities	5	(33,950)	–	(33,950)	(76,862)
Governance costs	6	<u>(1,279)</u>	–	<u>(1,279)</u>	<u>(1,286)</u>
TOTAL RESOURCES EXPENDED		<u>(35,229)</u>	–	<u>(35,229)</u>	<u>(78,148)</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES					
		21,491	–	21,491	(32,415)
OTHER RECOGNISED GAINS AND LOSSES					
Gains/(losses) on revaluation of investments		<u>218</u>	–	<u>218</u>	<u>6,268</u>
NET MOVEMENT IN FUNDS		<u>21,709</u>	–	<u>21,709</u>	<u>(26,147)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>100,521</u>	<u>57,436</u>	<u>157,957</u>	<u>184,104</u>
TOTAL FUNDS CARRIED FORWARD		<u>122,230</u>	<u>57,436</u>	<u>179,666</u>	<u>157,957</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 4 to 8 form part of these financial statements.

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

BALANCE SHEET

31 OCTOBER 2011

	Note	2011 £	£	2010 £
FIXED ASSETS				
Tangible assets	8		57,436	57,436
Investments	9		85,191	84,973
			<u>142,627</u>	<u>142,409</u>
CURRENT ASSETS				
Stocks	10	1,306		1,420
Debtors	11	2,650		2,056
Cash at bank and in hand	12	36,878		23,332
		<u>40,834</u>		<u>26,808</u>
CREDITORS: Amounts falling due within one year	13	<u>(3,795)</u>		<u>(11,260)</u>
NET CURRENT ASSETS			37,039	15,548
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>179,666</u>	<u>157,957</u>
NET ASSETS			<u>179,666</u>	<u>157,957</u>
FUNDS				
Endowment funds	14		57,436	57,436
Unrestricted income funds	15		122,230	100,521
TOTAL FUNDS			<u>179,666</u>	<u>157,957</u>

These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee on the and are signed on their behalf by:

.....
GOVERNOR

.....
GOVERNOR

The notes on pages 4 to 8 form part of these financial statements.

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets, and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Charities Act 1993, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Fund accounting

Endowment funds, representing freehold land and properties stated at cost, are held for the benefit of the charity as capital funds. The lettings income and associated expenditure is unrestricted.

Resources expended

Expenses are recognised on an accruals basis.

Costs that are shared by the Museum and the Library are apportioned on an estimated area/consumption basis of 87.5% and 12.5% to the Museum and Library activities respectively. Governance costs are primarily associated with the charity's constitutional and statutory obligations.

Fixed assets

All tangible fixed assets are initially recorded at cost. No depreciation is charged on the freehold land and properties because they are maintained in such a state of repair that their estimated residual value is not less than their cost.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Heritage assets - library book collection

The charity holds the original library book collection of the former Hawkshead Grammar School. It would be extremely difficult to obtain accurate costs or valuations of the books. These assets have therefore been excluded from the balance sheet.

2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Donations			
Museum collections	258	258	247
Other donations	<u>2,351</u>	<u>2,351</u>	<u>450</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

3. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£
Income from UK listed investments	4,278	4,278	4,157
Bank interest receivable	5	5	65
	<u>4,283</u>	<u>4,283</u>	<u>4,222</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£
Museum admission fees	12,836	12,836	14,743
Museum shop sales	2,558	2,558	2,749
Rent receivable	34,434	34,434	23,319
Way-leaves and ground rent	-	-	3
	<u>49,828</u>	<u>49,828</u>	<u>40,814</u>

5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Total Funds 2011	Total Funds 2010
	£	£	£
Museum	23,707	23,707	25,125
Library	2,097	2,097	1,932
Letting of Endowment Properties	7,246	7,246	48,680
Educational Grants	900	900	1,125
	<u>33,950</u>	<u>33,950</u>	<u>76,862</u>

6. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£
Accountancy fees	1,279	1,279	1,286
	<u>1,279</u>	<u>1,279</u>	<u>1,286</u>

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2011	2010
	£	£
Wages and salaries	15,261	15,298
Social security costs	1,179	1,227
	<u>16,440</u>	<u>16,525</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

7. STAFF COSTS AND EMOLUMENTS *(continued)*

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2011 No	2010 No
Curator	<u>1</u>	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2010 - Nil).

8. TANGIBLE FIXED ASSETS

	Freehold property £
COST	
At 1 November 2010 and 31 October 2011	<u>57,436</u>
DEPRECIATION	
At 1 November 2010 and 31 October 2011	<u>-</u>
NET BOOK VALUE	
At 31 October 2011	<u>57,436</u>
At 31 October 2010	<u>57,436</u>

9. INVESTMENTS

Movement in market value

	2011 £	2010 £
Market value at 1 November 2010	84,973	78,705
Net gains on revaluations in the year ended 31 October 2011	<u>218</u>	<u>6,268</u>
Market value at 31 October 2011	<u>85,191</u>	<u>84,973</u>
Historical cost at 31 October 2011	<u>16,013</u>	<u>16,013</u>

Analysis of investments at 31 October 2011 between funds

	Unrestricted Funds £	Endowment Funds £	Total Funds 2011 £	Total Funds 2010 £
Listed investments				
COIF Charities Investment Fund	6,245	-	6,245	6,469
M & G Charifund Income Units	<u>78,946</u>	<u>-</u>	<u>78,946</u>	<u>78,504</u>
	<u>85,191</u>	<u>-</u>	<u>85,191</u>	<u>84,973</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

10. STOCKS

	2011	2010
	£	£
Stock	<u>1,306</u>	<u>1,420</u>

11. DEBTORS

	2011	2010
	£	£
Other debtors	506	229
Prepayments	<u>2,144</u>	<u>1,827</u>
	<u>2,650</u>	<u>2,056</u>

12. CASH AT BANK AND IN HAND

	2011	2010
	£	£
Alliance & Leicester Community Reserve	12,433	2,429
COIF Charities Deposit Fund	111	111
Barclays Community Account	7,664	7,666
Alliance & Leicester Current Account	14,930	11,205
Cash in hand	1,684	1,865
Petty Cash	56	56
	<u>36,878</u>	<u>23,332</u>

13. CREDITORS: Amounts falling due within one year

	2011	2010
	£	£
Taxation and social security	1,201	1,179
Wages control account	-	1,449
Rents received in advance	553	373
Other creditors	-	6,572
Accruals	<u>2,041</u>	<u>1,687</u>
	<u>3,795</u>	<u>11,260</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2011

14. ENDOWMENT FUNDS

	Balance at 1 November 2010 and at 31 October 2011 £
Permanent endowments	
Museum Cottages, Old School House & Cottage	8,826
Stable, Barn, Agricultural Land & Field	18,499
Museum Building (including Library)	<u>30,111</u>
	<u>57,436</u>

There have been no movements on endowment funds during the year ended 31 October 2011.

15. UNRESTRICTED INCOME FUNDS

	Balance at 1 November 2010 £	Incoming resources £	Outgoing resources £	Transfers Gains and losses £	Balance at 31 October 2011 £
Museum	–	15,652	(23,707)	8,055	–
Library	–	–	(2,097)	2,097	–
Letting of Endowment Properties	–	34,434	(7,246)	(27,188)	–
General Funds	<u>100,521</u>	<u>6,634</u>	<u>(2,179)</u>	<u>17,254</u>	<u>122,230</u>
	<u>100,521</u>	<u>56,720</u>	<u>(35,229)</u>	<u>218</u>	<u>122,230</u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Investments £	Net current assets £	Total £
Endowment Funds:				
Museum Cottages, Old School House & Cottage	8,826	–	–	8,826
Stable, Barn, Agricultural Land & Field	18,499	–	–	18,499
Museum Building (including Library)	<u>30,111</u>	–	–	<u>30,111</u>
	<u>57,436</u>	–	–	<u>57,436</u>
Unrestricted Income Funds	–	<u>85,191</u>	<u>37,039</u>	<u>122,230</u>
Total Funds	<u>57,436</u>	<u>85,191</u>	<u>37,039</u>	<u>179,666</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

MANAGEMENT INFORMATION

YEAR ENDED 31 OCTOBER 2011

**The following page does not form part of the statutory financial statements
which are the subject of the independent examiner's report on page 1.**

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2011

	2011 £	2010 £
INCOMING RESOURCES		
VOLUNTARY INCOME		
Museum collections	258	247
Other donations	2,351	450
	<u>2,609</u>	<u>697</u>
INVESTMENT INCOME		
Income from UK listed investments	4,278	4,157
Bank interest receivable	5	65
	<u>4,283</u>	<u>4,222</u>
INCOMING RESOURCES FROM CHARITABLE ACTIVITIES		
Museum admission fees	12,836	14,743
Museum shop sales	2,558	2,749
Rent receivable	34,434	23,319
Way-leaves and ground rent	-	3
	<u>49,828</u>	<u>40,814</u>
TOTAL INCOMING RESOURCES	<u>56,720</u>	<u>45,733</u>
RESOURCES EXPENDED		
CHARITABLE ACTIVITIES		
Cost of sales - Opening stock	1,420	1,835
Cost of sales - Purchases	1,541	1,345
Cost of sales - Closing stock	(1,306)	(1,420)
Staff costs - Wages & Salaries	15,261	15,298
Staff costs - Employer's NIC	1,179	1,227
Establishment - Rates & Water	642	763
Establishment - Light & heat	2,265	2,223
Establishment - Repairs & maintenance	5,988	46,916
Establishment - Insurance	4,822	4,306
Professional - Accountancy fees	343	317
Professional - Legal fees	-	1,712
Care-taking & gardening	826	688
Care-taking & gardening	67	97
Clerk's expenses	-	108
Sundry expenses	2	2
Valuation fees	-	288
Bank charges	-	32
Grants paid	900	1,125
	<u>33,950</u>	<u>76,862</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2011

	2011		2010
	£	£	£
GOVERNANCE COSTS			
Accountancy fees		<u>1,279</u>	<u>1,286</u>
TOTAL RESOURCES EXPENDED		<u><u>35,229</u></u>	<u><u>78,148</u></u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		<u><u>21,491</u></u>	<u><u>(32,415)</u></u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2011

	2011	2010
	£	£
CHARITABLE ACTIVITIES		
Museum		
<i>Activities undertaken directly</i>		
Cost of sales - Opening stock	1,420	1,835
Cost of sales - Purchases	1,541	1,345
Cost of sales - Closing stock	(1,306)	(1,420)
Staff costs - Wages & Salaries	15,261	15,298
Staff costs - Employer's NIC	1,179	1,227
Establishment - Rates & Water	587	694
Establishment - Light & heat	1,981	1,827
Establishment - Repairs & maintenance	292	1,964
Establishment - Insurance	1,583	1,350
Professional - Accountancy fees	343	317
Care-taking & gardening	826	688
	<u>23,707</u>	<u>25,125</u>
Library		
<i>Activities undertaken directly</i>		
Establishment - Rates & Water	55	69
Establishment - Light & heat	284	261
Establishment - Insurance	1,691	1,505
Care-taking & gardening	67	97
	<u>2,097</u>	<u>1,932</u>
Letting of Endowment Properties		
<i>Activities undertaken directly</i>		
Establishment - Light & heat	-	135
Establishment - Repairs & maintenance	5,696	44,952
Establishment - Insurance	1,548	1,451
Professional - Legal fees	-	1,712
Clerk's expenses	-	108
Sundry expenses	2	2
Valuation fees	-	288
Bank charges	-	32
	<u>7,246</u>	<u>48,680</u>
Educational Grants		
<i>Activities undertaken directly</i>		
Grants paid	900	1,125
	<u>33,950</u>	<u>76,862</u>